AMERICAN COUNCIL OF LEARNED SOCIETIES

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Mellon/ACLS Community College Faculty Fellowships

Program Choice

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☐ Program Description

WELCOME TO THE ONLINE APPLICATION FOR THE MELLON/ACLS COMMUNITY COLLEGE FACULTY FELLOWSHIP PROGRAM.

Community colleges are a vital component of the higher education ecosystem and of the academic humanities in particular. **Mellon/ACLS Community College Faculty Fellowships** support the research ambitions of humanities and social science faculty who teach at two-year institutions. ACLS invites applications for the fourth competition of the program this fall. These fellowships are made possible by the generous support of The Andrew W. Mellon Foundation.

Community college faculty in all disciplines of the humanities and interpretive social sciences are welcome to apply. The applicant's ultimate goal should be to advance a research project, and the project's outcomes may include one or more of the following: scholarly articles, book chapters, or book on a topic in the humanities or social sciences and/or teaching and learning in those disciplines; course plans; textbooks; exhibitions; community or campus events; online resources; etc. Projects with pedagogical or curricular outcomes must focus on a postsecondary context. Projects focused on teaching and learning in a K-12 setting are not appropriate for this program. Community and/or student engagement with the research project are encouraged, as is dissemination of the research to audiences across higher education.

In ACLS's peer review, funding packages, and engagement with fellows, we aspire to enact our values of equity and inclusion. ACLS will award up to 29 fellowships in the 2021-2022 competition year. The award carries a stipend of up to $40,000, which may be used to support any

activities that advance the proposed research project. Examples include: salary replacement during the summer; course buyouts during the academic year; travel costs and registration fees for research and conferences; costs associated with organizing a conference, workshop, or event; fees related to publication or dissemination; stipends for undergraduate research assistants; costs for course materials (if one of the outcomes of the project is curricular); etc. In some cases, a limited portion of the funds may go to a fellow's institution to cover administrative costs associated with the project.

Tenure of the fellowship may begin no earlier than July 1, 2022 and end no later than December 31, 2023. Fellows will participate in a convening in fall 2023, held in partnership with the Community College Humanities Association, during which they will share their research with one another and connect with other humanities scholars.

Before beginning your application, you will be asked several questions designed to determine preliminary eligibility for this program. Once you have answered these basic eligibility questions, please read all instructions, including those in the REFERENCE LETTERS and PROPOSAL UPLOAD sections, before beginning to fill out the application form.

Completed applications must be submitted online no later than 9 pm, Eastern Daylight Time, October 27, 2021. Notifications will be sent via email by early April 2022. Click for more information.

ELIGIBILITY

Applicants must:

1. be employed primarily as instructors at a two-year associate's degree-granting college, as defined by the Carnegie Classification of Institutions of Higher Education, and remain so for the duration of the fellowship. Applicants do not need to be appointed full-time and do not need to be on the tenure-track. Part-time and adjunct instructors are welcome to apply, as long as community college teaching is their primary employment.
2. have an MA or PhD in the humanities and interpretive social sciences that was conferred by the application deadline.

Projects must:

1. address a topic in the humanities or social sciences and/or teaching and learning in those disciplines in a higher education setting.
2. employ predominantly humanistic approaches and qualitative/interpretive methodologies.
3. include substantial original research.

APPLICATION REQUIREMENTS

Applications must include:

- Completed application form (including biographical information, as well as several short-answer questions)
- Proposal (no more than five pages, double spaced, in Times New Roman 11-point font)
- Project timeline with budget estimates (no more than one page)
- Bibliography (no more than one page)
- Two reference letters
- Institutional certification pledging that the applicant will be permitted to carry out the work outlined in the proposal. This is a brief form available through the online application portal to be completed by a department chair, dean, or other senior administrator.

Please see the FAQ for more details on the format and content of each piece of the application. Applicants are encouraged to consult the sample proposal outline provided as well as the available sample proposal narratives.

EVALUATION CRITERIA

Peer reviewers are asked to be mindful of ACLS's commitment to inclusive excellence, and of how equity and diversity are integral components of merit. We are especially interested in supporting scholars who hail from diverse institutions and communities that are historically underrepresented in the academy. In addition, reviewers in this program are asked to evaluate all eligible proposals on the following four criteria:

1. The potential of the project to advance the field of study in which it is proposed and make a significant contribution to scholarship, teaching and learning, and/or the community.
2. The quality of the proposal with regard to its methodology, scope,

and clarity of expression.

3. The feasibility of the project, including the proposed timeline and budget.

4. The applicant's record of accomplishment and institutional, professional, and community service, taking into account relative advantages and constraints on resources for the proposed project and over the course of the applicant's career.

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Eligibility

☐ Eligibility Check

1. Are you employed primarily as an instructor at a two-year associate's degree-granting college, as defined by the Carnegie Classification of Institutions of Higher Education, and planning to remain so for the duration of the fellowship?

Yes   No

2. Do you have an MA or PhD in the humanities or related social sciences that will have been conferred by the application deadline (October 27, 2021)*?

Yes   No

*A community college faculty member who holds a graduate degree in a different field may also qualify if you satisfy the following two criteria:
1. most of the courses you teach are in the humanities or related social sciences, and
2. your project employs predominantly humanistic approaches and contributes to the humanities or the humanistic social sciences.

If you feel that you satisfy these two criteria, please click "yes" and email fellowships@acls.org with your name, institution, department, degree, a list of recent courses you have taught in the humanities and/or social sciences, and a brief description of your project.

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FAQ (technical)

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☐ Instructions

You may make as many visits to your application as you wish, and revise any information in your application until it has been submitted. In order to be considered, your application must be complete and in SUBMITTED status at **9 pm, Eastern Daylight Time, October 27, 2021. You should complete the REFERENCE LETTERS section as soon as possible since your letter writers will also have until the application deadline (October 27) to submit their letters.**

This application consists of three parts: the application form itself, the uploaded documents (see PROPOSAL UPLOAD), and reference letters (see REFERENCE LETTERS).

BEFORE BEGINNING the application form, please read the Instructions regarding the PROPOSAL UPLOAD and the REFERENCE LETTERS, as well as the following technical instructions.

A. HOW TO SAVE AND SUBMIT YOUR DATA.

1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the menu on the left to navigate between screens or the "SAVE AND CONTINUE" button at the bottom of each screen to take you to the next application screen.

2. You must **SAVE each time you leave a screen** by clicking the "SAVE" or "SAVE AND CONTINUE" buttons at the bottom of each screen. If you do not click on SAVE, anything entered since you last hit SAVE on that screen will be lost. (Any work from a previous session will be retained, but any new entries will be lost.) The SAVE button is on the bottom of your screen.

3. You may work on your application in as many sessions as you wish, and the status of your application will be **IN PROCESS** until you submit it. Once you are satisfied that your application is complete, you must go to the SUBMIT APPLICATION screen and select **SUBMIT APPLICATION.** Once your application has been SUBMITTED, it cannot revert to IN PROCESS status.

4. When you have completed your application, pause to check it one last time. We strongly suggest that you print and read your application before submitting it, so that you can be sure there are no further revisions you wish to make. Your print copy should include your uploaded document.

5. Your application status bar must show SUBMITTED at 9 pm, Eastern Daylight Time, October 27, 2021 in order for it to be considered. ACLS will take no responsibility for applications that are not in SUBMITTED status at the deadline. **Once your application has been SUBMITTED, even if it was submitted before the final deadline, no changes will be permitted.**

6. We strongly urge you to print out and save a copy of the final version of your SUBMITTED application. Your print copy should include your uploaded document.

B. HOW TO ENTER DATA.

1. You may begin completing the application at any section.

2. What you type into the form is exactly what will be seen by our reviewers. Therefore, please fill out the form carefully, paying attention to spelling, punctuation, grammar, and case. (For instance, do not use all caps; do not enter hard returns within text fields; and do not include quotation marks or periods as part of your project title.)

3. Text boxes will hold only a limited amount of text. Where longer answers are permitted, the number of available characters will normally be indicated. We suggest that you type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit. Examine your print application to be sure your response is complete.

4. Dates should always be entered in the format mm/yyyy or mm/dd/yyyy where indicated. Where an entry continues into the present, please simply leave the ending date blank (mm/yyyy - [blank]).

5. Begin typing all answers at the extreme left hand side of the

response area or box; do not leave a space or indent at the beginning of your answer.

C. HOW TO GET HELP.

1. If you have questions about the application process, please consult FAQ. If your question is not answered there, click on the "HELP" link in the left menu to submit your query.
2. If you are unable to use the "HELP" link that appears in the menu, contact ofahelp@acls.org with questions. (Please use the "HELP" link instead if possible; doing so means that your query contains valuable technical information that helps resolve issues you may be having in the portal.)

Good luck with your application!

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☐ Contact Information

Salutation

Dr.

First Name

Middle Name/Initial

Last Name

Suffix

Preferred Pronouns

Primary Email Address

(should be valid through May 2022)

ORCID iD

ACLS requires all applicants to provide an ORCID iD as part of their application. Learn more.

The record search feature works for public ORCID records only.
(click here to search ORCID)

☐ Office Information

Office Address

City

State

Select One

(IF NOT U.S.)

Zip/Postal Code

(if using a ZIP-plus-4 code, please include hyphen)

Country

(IF NOT U.S.)

Telephone

(　　　)　　　-　　　　, ext.

(IF NOT U.S.)

☐ Home Information

Home Address

City

State

 Select One

(IF NOT U.S.)

Zip/Postal Code

(if using a ZIP-plus-4 code, please include hyphen)

Country

(IF NOT U.S.)

Telephone

(   )   -   , ext.

(IF NOT U.S.)

Which is your preferred mailing address?

 Select

(Be sure to indicate your preferred mailing address.)

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☐ Demographic Information

I identify my gender as

I prefer not to answer this question.

With which group or groups do you most identify?

Non-Hispanic White
Black or African American
Latina/o/x or Hispanic
American Indian or Alaskan Native
East Asian American
South Asian American
Native Hawaiian or other Pacific Islander
Middle Eastern or Arab American
Other:

I prefer not to answer this question.

Do you identify as a first-generation college graduate?   Select

Have you ever served on active duty in the US Armed Forces, Reserves, or National Guard?   Select

Do you have a disability, including but not limited to a sensory, mobility,   Select

developmental, psychological, or other impairment?

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☐ PhD

Degree received from

(To ensure proper processing of your application, your institution's name must be displayed correctly. Enter a few letters of your institution's name to search against our database. **Use the full name, not an acronym or abbreviation**.)

Date received

/ /

(mm/dd/yyyy)

PhD major discipline

Title of doctoral dissertation

(150 max character limit: *character count = 0*)

Name of dissertation supervisor

☐ Master's Degree

Degree received from

(To ensure proper processing of your application, your institution's name must be displayed correctly. Enter a few letters of your institution's name to search against our database. **Use the full name, not an acronym or abbreviation**.)

Select a degree

 Select One

Date degree received

/

(mm/yyyy)

Master's degree major discipline

 BA/BS

Degree received from

(To ensure proper processing of your application, your institution's name must be displayed correctly. Enter a few letters of your institution's name to search against our database. **Use the full name, not an acronym or abbreviation**.)

Date received

/

(mm/yyyy)

BA/BS major discipline

 Other Degrees

List any additional degrees

(150 max character limit: *character count = 0*)

☐ Languages

List up to three non-English languages you can use, indicating proficiency in reading, speaking, and writing. *(Use E=Excellent, G=Good, F=Fair or less, N/A=Not applicable.) If you are either a Native Speaker or Heritage Speaker of a language, please indicate by checking the appropriate box.*

Language	Reading	Speaking	Writing	Native Speaker	Herita
	*	*	*		
	*	*	*		
	*	*	*		

☐ Degree Equivalence

If you do not have an MA or PhD in the humanities or social sciences and are requesting that you be considered for eligibility, please use this space to provide the following information: department, degree, a list of recent courses you have taught in the humanities and/or social sciences, and a brief description of your project. See the FAQ for further information.

(800 max character limit: *character count = 0*)

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Current Position

☐ Current Position

Rank/Title

Select One

(Please choose the most appropriate from the list. If you have no academic affiliation, please select "Independent Scholar.")

Discipline

(Please indicate here the discipline you would use in completing your academic title, for example, Associate Professor of French Literature, Professor of Philosophy, etc. Write **only** the name of your discipline, not your professorial title.)

Specialization

Department

Institution

(**To ensure proper processing of your application, please use the full official name of your institution, not an acronym or abbreviation.** Enter a few letters of your institution's name in this box and, if the institution exists already in our database, you may select it from the list that appears. ACLS's database contains many institutions, but it is in no way comprehensive. If your institution does not appear, please simply type in your institution's full name.)

Date you began this position

/

(mm/yyyy)

Are you tenured?

Select

Please enter your total teaching responsibility in a normal academic year as a whole number

For example, a course load of 3-3 should be entered as 6. Please do not include summer courses or overloads. If you taught a reduced course load due to service, medical/family leave, etc., enter the amount you would have taught if not for those releases.

Second Institution
(if applicable)

(If you are currently affiliated with more than one institution, please list the second institution here.)

Rank/Title

Select One

Date you began this position

/

(mm/yyyy)

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☐ Positions Held

List positions held (professional, teaching, administrative, curatorial) since college graduation, beginning with current position. Give name of institution, title, and approximate dates of employment for each.

Please remember:

- use only numbers in the date fields, for example, 09/1995
- use the format mm/yyyy throughout
- where an entry continues into the present, leave the "To" field blank

Institution/Employer

Title

From

/

To

/

Institution/Employer

Title

From

/

To

/
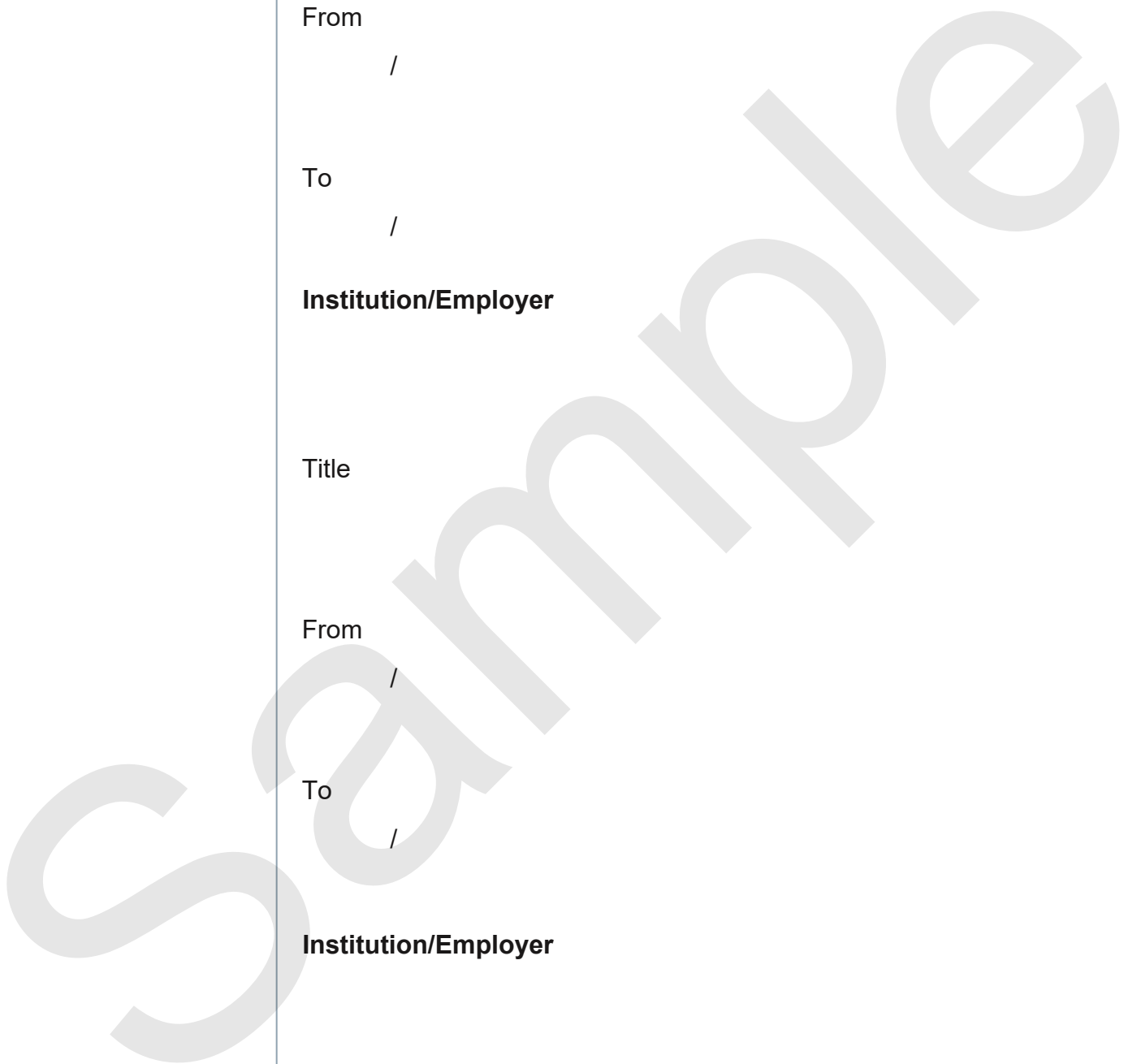
Institution/Employer

Title

From

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To

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Institution/Employer

Title

From

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To

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Institution/Employer

Title

From

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To

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☐ Other Experience

Please list your past experience that is relevant to this project or that demonstrates its likelihood for success. You may want to list publications, awards, service, and any work completed on the project so far.

(2000 max character limit: *character count = 0*)

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☐ Research Project

In the text boxes below, please type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit. Excess text may appear on the screen but will not print and will not be visible to reviewers. Examine your print application to be sure your responses are complete.

Do not use hard returns.

Proposal Title

(250 max character limit: *character count = 0*)

Proposal Abstract

(800 max character limit: *character count = 0*)

(800 max character limit: *character count = 0*)

If there is a web page associated with your project, please provide the URL here:

(Optional)

Your proposal will be reviewed by community college faculty from across the humanities and related social sciences. Use this space to make a case for the **broader significance of your project** for the humanities and social sciences. You could emphasize your project's connection to the college classroom, to the community, to another aspect of the role of the humanities and social sciences on community college campuses, or to humanistic scholarship more generally. Be sure, however, that your statement is legible to a multidisciplinary audience of reviewers.

(2000 max character limit: *character count = 0*)

☐ Countries or Geographical Areas

List any countries or geographical areas on which your research is focused.

1.

Select One

2.

Select One

3.

Select One

4.

Select One

Other

☐ Disciplinary Areas

Please identify up to five disciplinary areas, in order of relevance, that best describe your research project. Do not choose "other" unless none of the options is close to your field. **For your first selection please choose the specific field that most closely corresponds to your research project.**

1.

Select One

Other

2.

Select One

Other
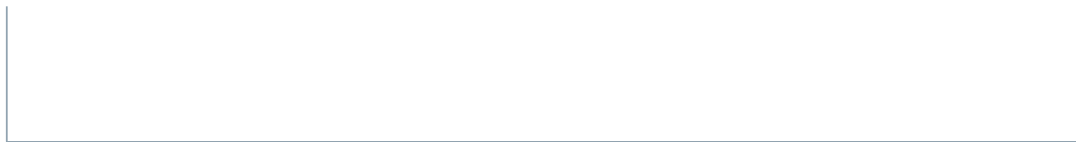
3.

Select One

Other

4.

Select One

Other

5.

Select One

Other

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Administrative Information

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Applicants are required to fill out the sections below. Please note that your answers to questions on this page are collected for statistical purposes only and will not be distributed as part of the review or selection process. Thank you for helping ACLS better understand the community we serve through this fellowship program.

☐ Administrative Information

Please remember:

- use only numbers in the date fields, for example, 09/1995
- use the format mm/yyyy throughout, except where mm/dd/yyyy is specifically requested
- where an entry continues into the present, leave the "To" field blank

Current salary

(do not add benefits or summer salary).

Amount requested from ACLS

What is your country of citizenship?

Select One

If Other, enter country

Beginning date for Mellon/ACLS Community College Fellowship

/   /

(mm/dd/yyyy)

Fellowship ending date

/   /

(mm/dd/yyyy)

☐ Statistical Purposes Only

Date of birth

/   /

(mm/dd/yyyy)

☐ Informational Purposes Only

1. How did you learn about ACLS fellowship programs? (Please select all that apply.)

   Higher Education publication (e.g., Chronicle of Higher Education, Inside Higher Ed)
   Department newsletter or bulletin board
   Dean or other administrator
   Office of Sponsored Research/Grants and Fellowships
   ACLS website
   Other website
   Please specify:

   Former fellows
   Social media
   Please specify:

   Other/informal communication
   Please specify:

2. Please identify the ACLS member scholarly societies or ACLS affiliate organizations (if any) of which you are a member or with which you have an affiliation. (Please check all that apply.)

ACLS Constituent Learned Societies

African Studies Association

American Academy of Arts and Sciences

American Academy of Religion

American Anthropological Association

American Antiquarian Society

American Association for the History of Medicine

American Association of Geographers

American Comparative Literature Association

American Dialect Society

American Economic Association

American Folklore Society

American Historical Association

American Musicological Society

American Numismatic Society

American Oriental Society

American Philosophical Association

American Philosophical Society

American Political Science Association

American Society for Aesthetics

American Society for Eighteenth-Century Studies

American Society for Environmental History

American Society for Legal History

American Society for Theatre Research

American Society of Church History

American Society of Comparative Law

American Society of International Law

American Society of Overseas Research

American Sociological Association

American Studies Association

Archaeological Institute of America

Association for Asian Studies

Association for Jewish Studies

Association for Slavic, East European, and Eurasian Studies

Association for Study of African American Life and History

Association for the Advancement of Baltic Studies

Association of American Law Schools

Austrian Studies Association

Bibliographical Society of America

College Art Association

College Forum of the National Council of Teachers of English

Dictionary Society of North America

Economic History Association

German Studies Association

Hispanic Society of America

History of Science Society

International Center of Medieval Art

Latin American Studies Association

Law and Society Association

Linguistic Society of America

Medieval Academy of America

Metaphysical Society of America

Middle East Studies Association of North America

Modern Language Association of America

National Communication Association

National Council on Public History

National Women's Studies Association

North American Conference on British Studies

Oral History Association

Organization of American Historians

Philosophy of Science Association

Renaissance Society of America

Rhetoric Society of America

Shakespeare Association of America

Sixteenth Century Society and Conference

Society for American Music

Society for Cinema and Media Studies

Society for Classical Studies

Society for Ethnomusicology

Society for French Historical Studies

Society for Military History

Society for Music Theory

Society for the Advancement of Scandinavian Study

Society for the History of Authorship, Reading and Publishing

Society for the History of Technology

Society of Architectural Historians

Society of Biblical Literature

Society of Dance History Scholars

World History Association

ACLS Affiliates

Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA)

Association of American Colleges and Universities

Association of Art Museum Curators

Association of College & Research Libraries

Association of Research Libraries

Canadian Federation for the Humanities and Social Sciences

Center for Research Libraries

Community College Humanities Association

Consortium of Humanities Centers and Institutes

Federation of State Humanities Councils

International Society for Third-Sector Research

Phi Beta Kappa

3. Please identify all ACLS fellowship programs (if any) to which you have previously applied.

ACLS Fellowship

ACLS Collaborative Research Fellowship

ACLS Digital Extension Grant

ACLS Digital Innovation Fellowship

ACLS Emerging Voices Fellowship

ACLS Leading Edge Fellowship

ACLS New Faculty Fellows

Charles A. Ryskamp Research Fellowship

Frederick Burkhardt Residential Fellowship

Getty/ACLS Postdoctoral Fellowships in the History of Art

Luce/ACLS Dissertation Fellowship in American Art

Luce/ACLS Fellowships in Religion, Journalism & International Affairs

Luce/ACLS Program in China Studies

Mellon/ACLS Community College Faculty Fellowship

Mellon/ACLS Dissertation Completion Fellowship

Mellon/ACLS Public Fellows

Mellon/ACLS Scholars & Society Fellowship

The Robert H. N. Ho Family Foundation Program in Buddhist Studies

African Humanities Program

CCK Comparative Perspectives on Chinese Culture and Society

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Reference Letters

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PLEASE NOTE: You MUST ENTER YOUR REFEREES on the
Reference Letters page BEFORE they can log in to use the online
references system. Please do not ask them to access the system until
you have done this. Once you have entered the information and clicked
the "send email" button, an email will be automatically generated with
appropriate instructions to the referee.

**Two letters of reference and one institutional certification are
required.**

1. REFERENCE LETTERS. We suggest that you secure as referees
individuals competent to judge both the present research proposal and
your past scholarship, teaching, and service; ideally, you should select
referees who are not affiliated with your own institution. ACLS does not
accept reference letters from dossier services, such as Interfolio or
university-based services. Why?

2. INSTITUTIONAL CERTIFICATION. In addition to two letters of
reference, we require institutions to pledge that the applicant will be
permitted to carry out the work outlined in the proposal. This portion of
the application, which should be completed by a department chair,
dean, or other senior administrator, is intended to forestall potential
administrative hurdles if you are selected for an award. Should your
college administrator have questions about the institutional statement,
they may contact ACLS at references@acls.org.

The person who you select will receive a link to a brief form that asks
the administrator to confirm 1) that you will be permitted to carry out
the work outlined in your application materials, and 2) that you will

continue to receive normal fringe benefits for which you are ordinarily eligible during the fellowship period.

Letters of reference and the institutional certification must be submitted online. It is your responsibility to convey information about your proposal to your referees. After your referees have agreed to write on your behalf:

- Tell your referees to expect an email from ACLS.
- Make absolutely certain you have the correct email address for each referee.
- Enter each referee's name and email address by clicking on the "Add Referee" link at the bottom of this page. Please capitalize the name properly.
- Once you have entered the information and clicked the "send email" button, an email will be automatically generated with appropriate instructions to the referee.
- It is not necessary to enter all referees at the same time. You can return to this screen at any time to enter referees.
- Your referees will not receive an email to begin this process until you have entered the information and clicked the "send email" button.

No more than two letters of reference and one institutional certification will be accepted.

- Enter only the required number of referees. It is possible to enter additional referees, but you should do this only if you learn that a referee is unable to complete the promised letter.
- **The first two letters and first institutional certification submitted will be the letters on file in support of your application.** Once the maximum number have been submitted, another referee attempting to submit a letter for you will be prevented from doing so. Be careful not to put anyone in this situation.

If you learn that your referee did not receive an email with instructions, check the email address and then enter the information again using the "Add Referee" link below to have the email sent again. (While the email will be resent, you will not see anything here to indicate it. Also, you will not be able to enter the information again if the referee has begun your letter already.)

For your information, the online reference process requests referees to comment on the applicant as a scholar and professional and on the specific proposal to ACLS. Referees are asked to evaluate the scholar's ability to conduct and complete the project proposed, as well as the importance of this project within the general and specific field(s) to which it relates.

Letters of reference are due by the application deadline, October 27, 2021. It is your responsibility to check online to see whether letters have been submitted. The system will continue to accept letters after the deadline and will add them to your application at the earliest possible time, though we cannot guarantee that they will accompany your application through our entire review process.

You may wish to print this page so that you have this information after the application deadline. This page will not be included as part of your view/print application.

No recommenders entered. Click the "Add Recommender" button to request a letter.

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☐ Proposal Upload

To complete your application package, in addition to the application form, you must upload the following items: 1) a proposal, 2) a project timeline with budget estimates, and 3) a bibliography. **All three items should be collated to upload as one continuous document.**

1) PROPOSAL:

In preparing this material, please keep in mind that our review process consists of two stages. At the first stage, applicants' work is reviewed by individuals in their fields, while at the second, it is reviewed by a multi-disciplinary committee of community college faculty from across the humanities and social sciences.

Content: A concise statement describing your research project is required. The narrative proposal should explain, briefly but specifically, what you plan to do and why, progress you have already made, the project's background and significance, your methodology and research plan, and the project's outcomes. Please balance the description of specific work plans against an overview of your goals and the project's contributions. Please refer to the sample proposal outline and the provided sample proposal narratives for suggestions about what to include in your proposal and how to organize it. You may also find helpful this essay by a former ACLS program officer about writing successful proposals.

In addition, if your project is part of a collaborative undertaking, it is essential to explain that context and describe your relationship to the other participants. Please also list the names of your colleagues and

indicate whether or not those individuals are also applying for ACLS fellowships in the current competition.

The proposal must not exceed 5 double-spaced pages in Times New Roman 11-point font.

2) PROJECT TIMELINE WITH BUDGET ESTIMATES:

Your timeline and budget should be in the form of a single chart that includes the location, duration, and cost associated with each activity related to the project. Please refer to this sample timeline with budget estimates for a suggested model.

Your budget may include salary replacement during the summer; course buyouts during the academic year; travel costs and registration fees for research and conferences; costs associated with organizing a conference, workshop, or event; fees related to publication or dissemination; stipends for undergraduate research assistants; costs for course materials (if one of the outcomes of the project is curricular); etc. In some cases, a limited portion of the funds (no more than 20 percent) may go to a fellow's institution to cover administrative costs associated with the project.

The project timeline with budget estimates must not exceed 1 page.

3) BIBLIOGRAPHY:

The bibliography should list essential references for your project, and should balance the various sorts of key materials being used, e.g., primary sources and secondary texts.

The bibliography must not exceed 1 page, and should be double-spaced between entries.

Documents must adhere to the page limits and formatting requirements to be reviewed.

4) DOCUMENT SPECIFICATIONS:

- All three items must be uploaded as one continuous document.
- Margins must be at least one inch on all sides.
- Use Times New Roman 11-point font for all uploaded documents.

There is a 3 MB limit on the size of your upload. This means that the total size of the upload, including any graphics or supplementary materials, cannot exceed 3 MB.

- Your application will be converted to Portable Document Format (.pdf). Keep formatting simple to avoid problems in the converted document.
- If your proposal includes non-Romance language characters, please view it after uploading to be sure these characters convert properly. If not, you may have to convert your document to .pdf and upload again to resolve formatting problems.
- Use the header/footer function to number pages. (Do not type the numbers directly into each page of your document text.) You may number pages consecutively throughout the entire document, or you may number the different sections separately. (Page numbers are most helpful on the proposal, so you may omit them on the other items if you wish.)
- If you have difficulty with your upload, consult the FAQ/technical support before contacting OFA HELP.

5) INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

Your items should be collated in this order—proposal, project timeline with budget estimates, bibliography—and submitted as one file.

Files will be accepted in the following formats **ONLY:**
Microsoft Word (.doc or .docx), Text only (.txt), or Adobe Portable Document Format (.pdf). **Your file MUST include the appropriate extension** (e.g., ".doc"); if you are on a Mac, you will need to enter the extension as part of the file name.

The "SELECT" button below will allow you to browse your computer system to select the file that you wish to upload. There will be a brief pause after you select the file for the system to process the file for uploading. After that is complete, you must click "UPLOAD FILE" to begin the document conversion. When the upload is complete, your file name should appear under "FILE UPLOADED" below as a link. You can confirm that the file has uploaded successfully by clicking on that link and viewing your file. Sometimes the process takes a little time: if your file name does not appear as a link, you can refresh the screen using the link that appears below, or simply leave this screen and come back to it.

As long as your application is still "In Process," you can upload revised versions of your document by simply repeating the upload process and selecting the new/revised version. (This may have the same file name or a new file name.) When you click on "Upload File" the revised version will be recorded and the old version will be erased.

After uploading, please check your file to be sure it has uploaded successfully.

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Before submitting your application, make sure you have

- answered all appropriate questions
- completed and **saved** all screens
- uploaded successfully your proposal and accompanying documents

We suggest that you view and/or print your application one last time before submitting it since **no revisions are allowed after submission**. Your view/print copy should include your uploaded document. If it does not, click the OFA HELP button above for assistance.

*__Please note__ that, by the application deadline, you must complete the REFERENCE LETTERS section in addition to submitting your application.

An application that is submitted, but is not complete, will not be considered.
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I have completed the application, and would like to **SUBMIT** it for ACLS consideration.